Homeland Security

May 21, 2019

SENT VIA E-MAIL TO: 72948-70269758@requests.muckrock.com

Andrew Free
MuckRock News
DEPT MR 72948
411A Highland Ave
Somerville, MA 02144-2516

Re: **2019-HQFO-00728**

Dear Mr. Free:

This letters acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS), dated May 17, 2019, and received in this office on May 17, 2019. You requested documents regarding (1) All Organizational Charts for the ICE FOIA Office that were in effect during FY16-FY19. (2) Any document or electronic record showing the total full- and part-time staff (whether ICE employee or outside contractor) of the ICE FOIA office for FY16, FY17, FY18, and FY19. (3) A blank copy of any form or electronic record used by the ICE FOIA Office to task agency components with searches for and responses to FOIA Requests during FY16-FY19. (4) ICE's FOIA Office Policy and Procedure Manual. (5) Any contracts between the ICE FOIA Office and any contractor to perform duties or provide goods or services relating to FOIA requests. And (6) all records of reflecting the total number of individuals employed or contracted by the ICE FOIA office as of the date the agency tasks an adequate search.
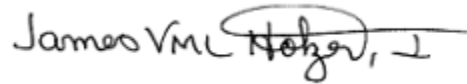
Due to the subject matter of your request, I am transferring this request to the FOIA Officer for ICE. Please find their contact information below:

United States Immigration & Customs Enforcement (ICE)
Freedom of Information Act Office
500 12th Street, SW, Stop 5009
Washington, D.C. 20536-5009
FOIA Officer: Catrina Pavlik-Keenan
FOIA Requester Service Center Contact: Fernando Pineiro
Phone: 866-633-1182
Fax: 202-732-4265
E-mail: ice-foia@dhs.gov
ICE Website

If you need to contact our office again about this matter, please refer to **2019-HQFO-00728**. You may contact this office at 1-866-431-0486 or 202-343-1743.

Sincerely,

James Holzer
FOIA Program Specialist